How to change Workplans in UDART for a new Fiscal Year





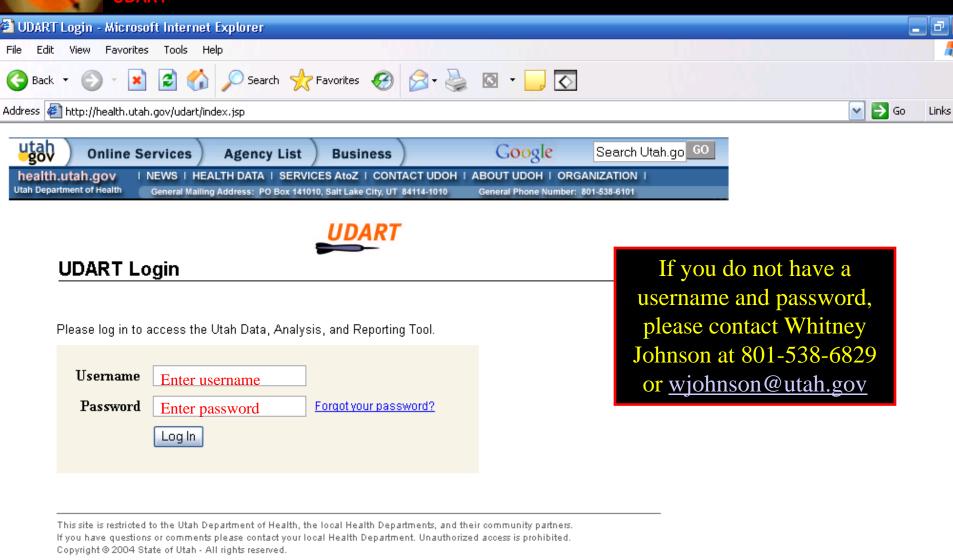
Start at the UDART webpage



http://health.utah.gov/udart/index.jsp



Login to UDART



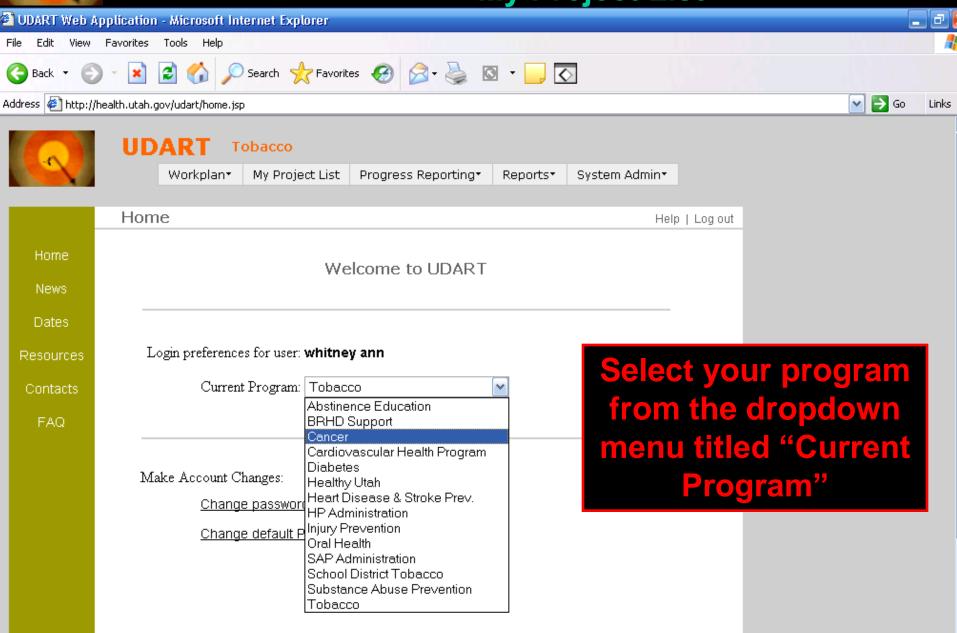
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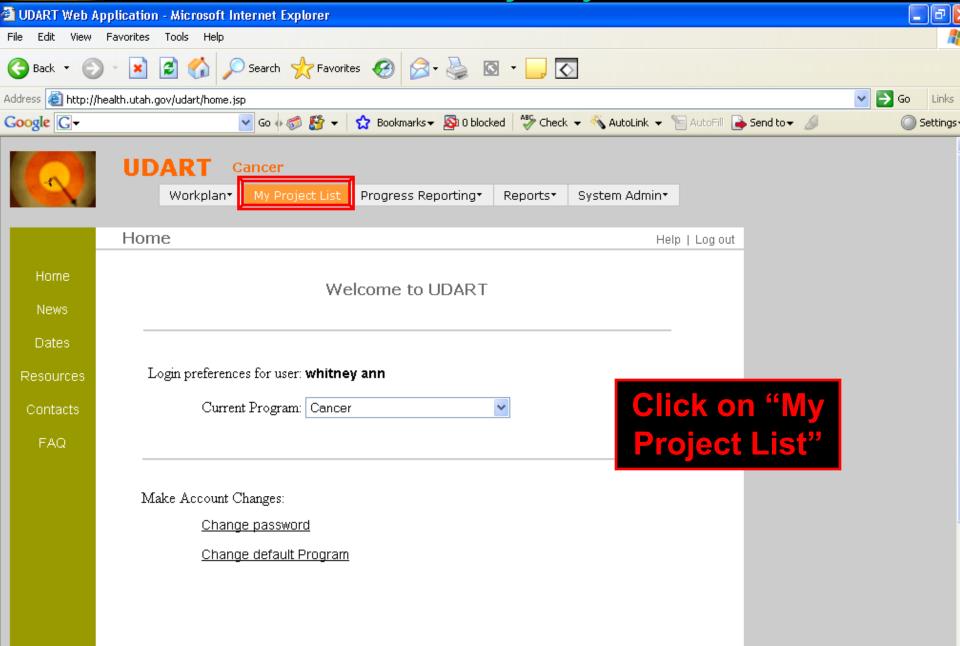
2 Basic Steps

- 1. Remove the previous years workplan from "My Projects List" (does not delete them from UDART, but just removes them from the easy access "Project List")
- Save the current years workplan in "My Projects List"

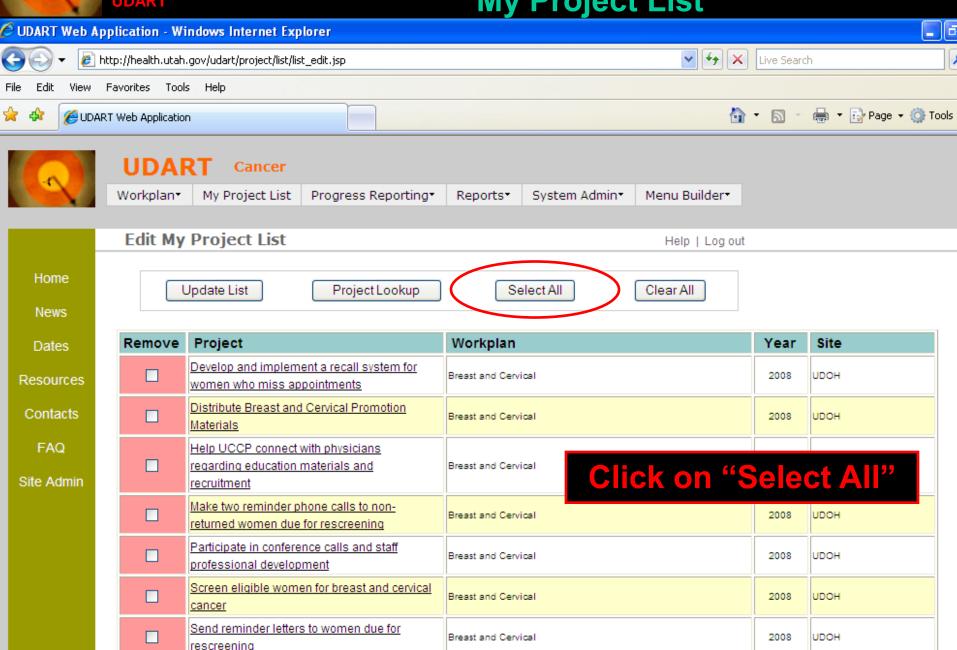




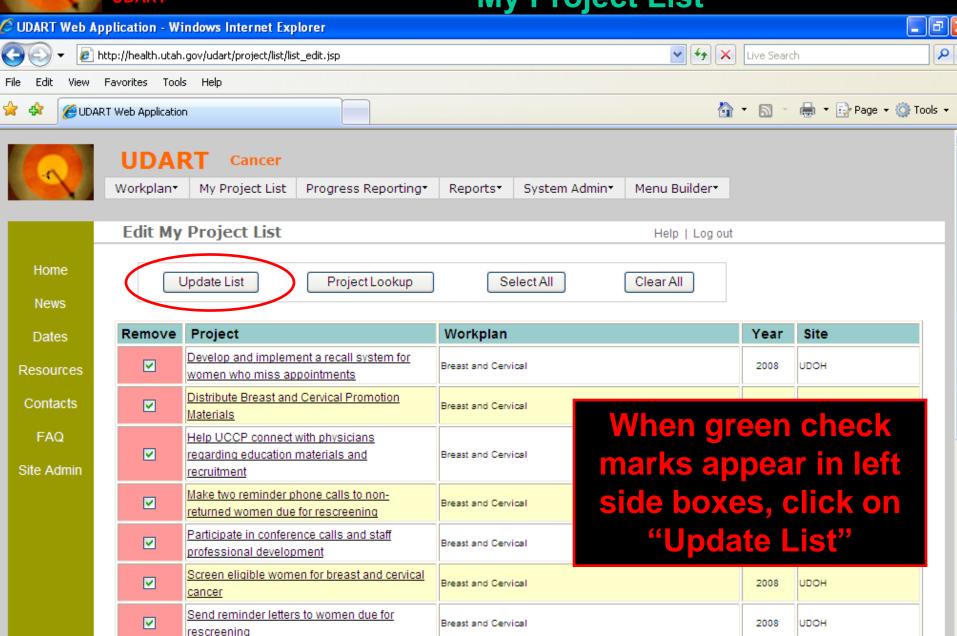




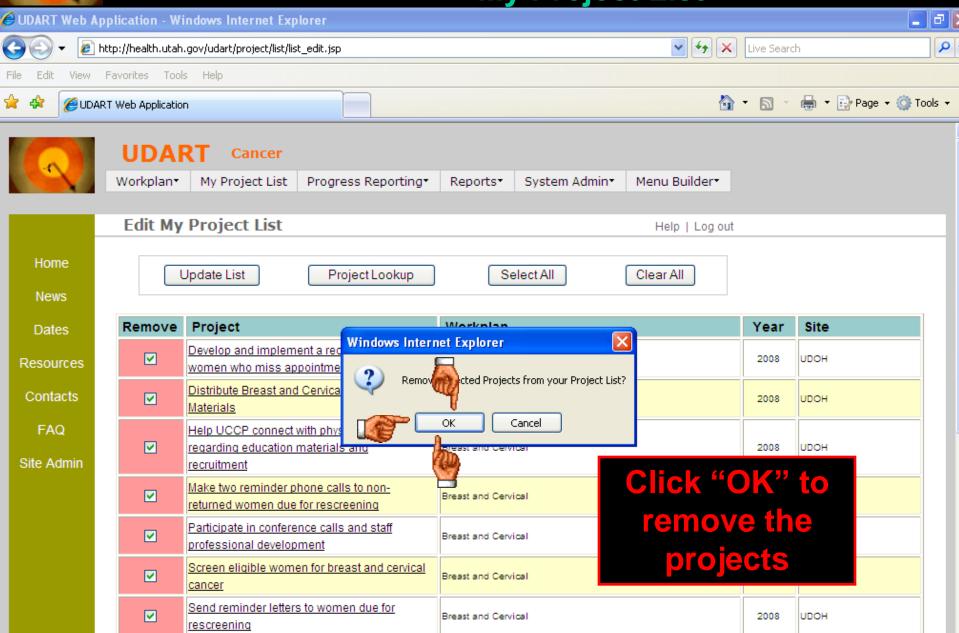




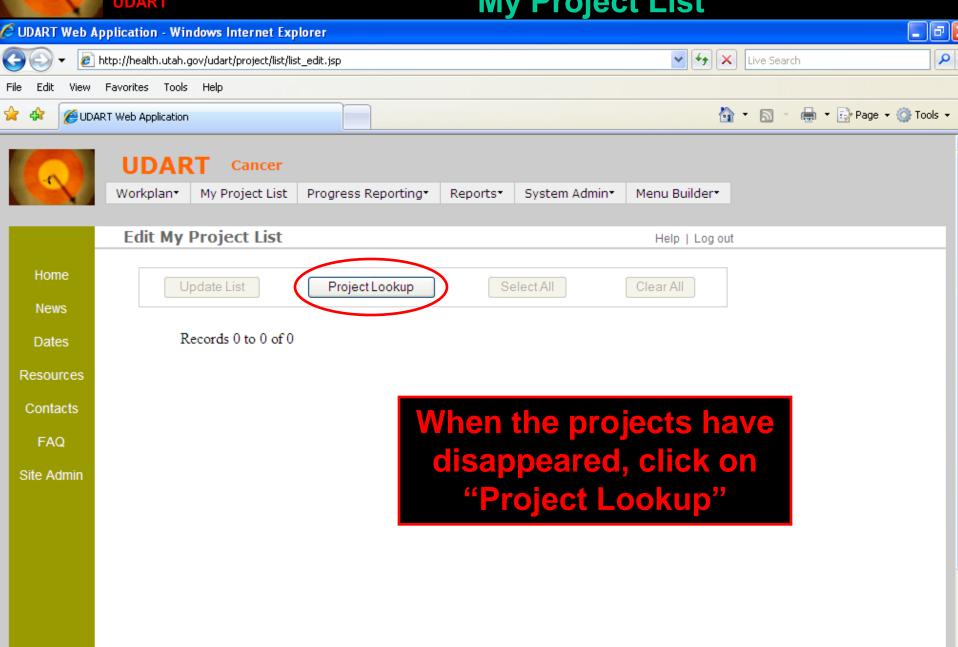




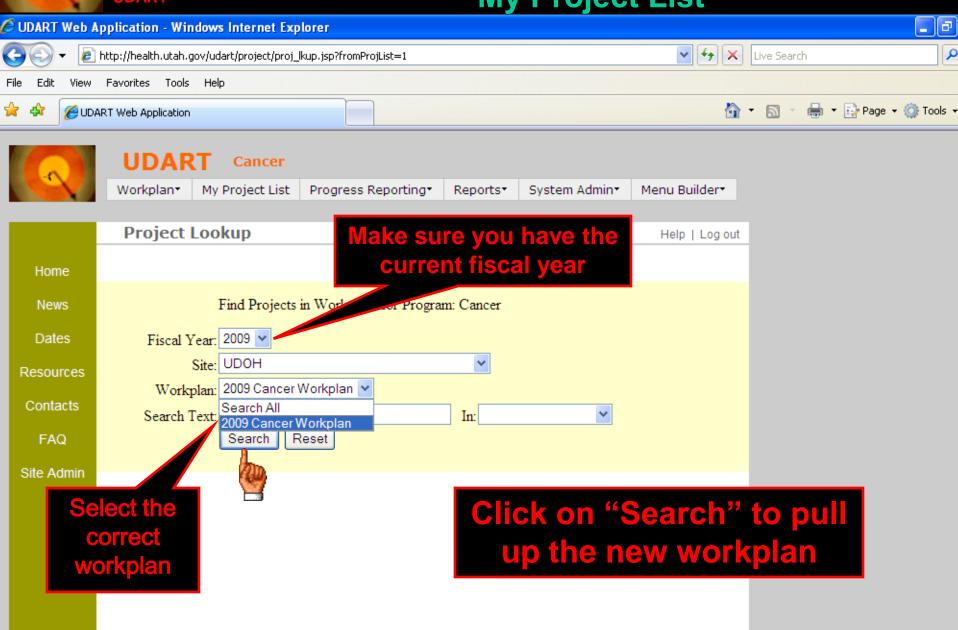




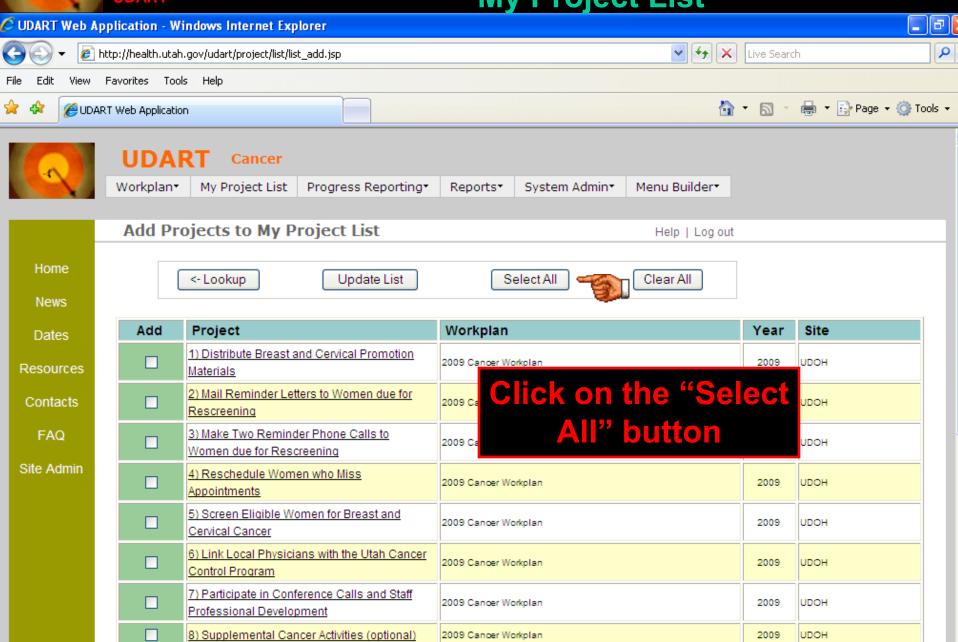




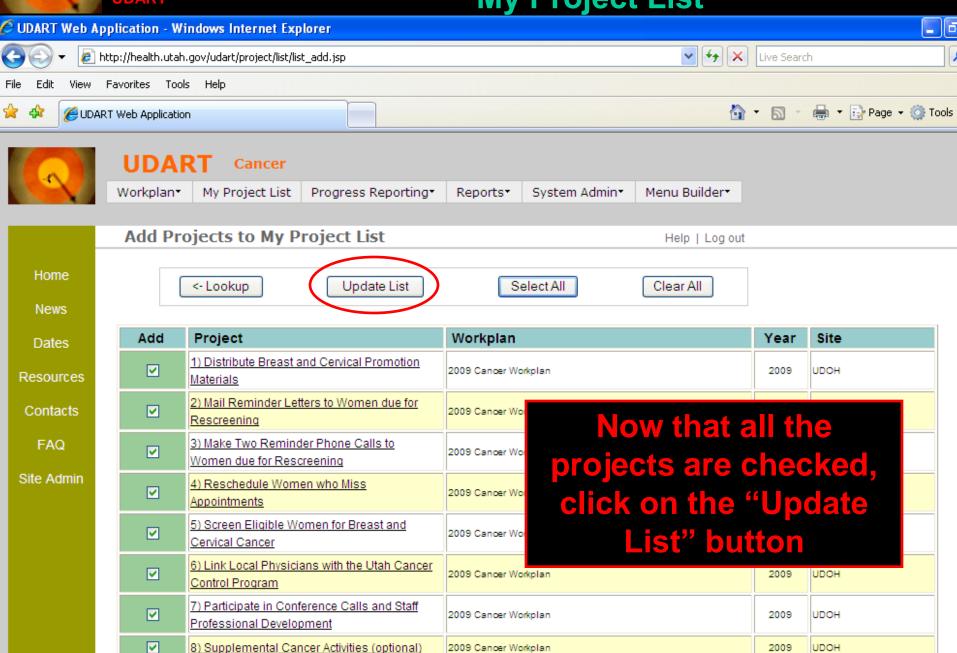




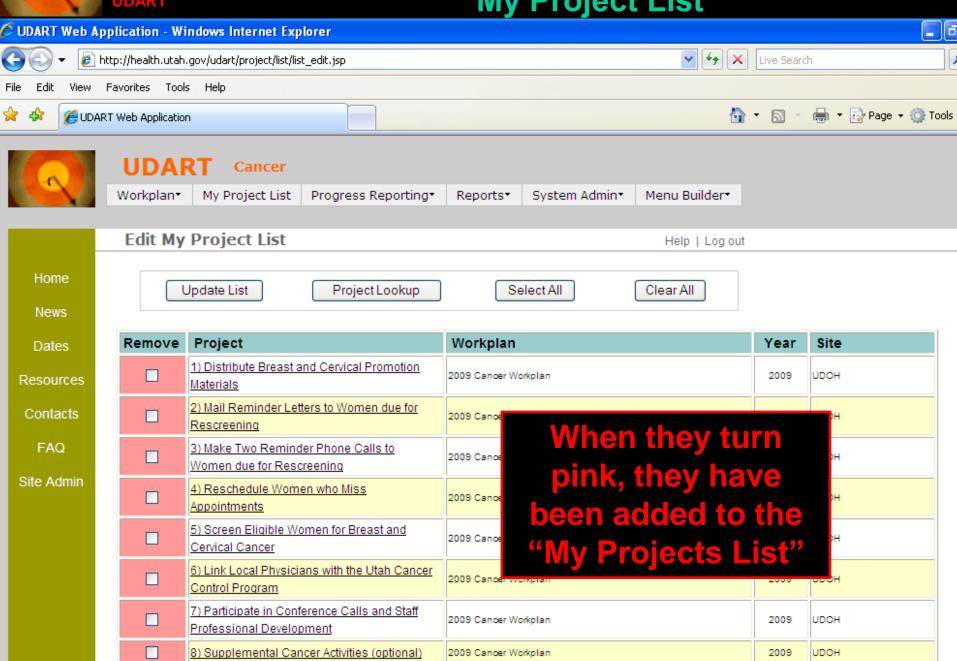














My Project List



Congratulations, you have successfully changed workplans in UDART for the new fiscal year!

Now that the new workplan is in the "My Projects List," reporting is exactly the same as before – Progress Reporting Menu at the top, then "Select from My Project List", and click on the "Add" arrow for each project when you want to add progress. For more detailed instructions, please go to "How to Enter Progress into UDART".



Thank you! I hope that was helpful!

Call Whitney with questions 801-538-6829